

a

AM-240-11

m

Employee Expense Report

SCOPE

An EMPLOYEE EXPENSE REPORT (28-1448-5060) must be submitted for:

- reimbursement of personal vehicle mileage expenses for City-related travel.
- all approved out-of-town travel reimbursement requests.

A separate Employee Expense Report must normally be submitted for each instance of out-of-town travel. However, more than one (1) such trip may be listed on a single Employee Expense Report if reimbursement is not required for lodging.

An Employee Expense Report must also be used to request reimbursement for other legitimate expenses when the use of Direct Payment Orders or Petty Cash Funds for reimbursement is inappropriate or not authorized. The following examples are items which may be reimbursable expenses when incurred for City business: telephone calls, wireless phone calls which are circled on original bill, parking meter fees, parking lots with receipts, and subway and light rail transportation.

DEADLINE FOR SUBMISSION OF REPORT

Local Expenses

Employee Expense Report must be received by the Bureau of Accounting and Payroll Services within 40 work days for the last calendar day of the month in which the expenses were incurred. Expenses submitted after this time limit will not be reimbursed without written approval of the Board of Estimates.

Out-of-Town Expenses

Employee Expense Report must be received by the Bureau of Accounting and Payroll Services within 10 work days from the day on which the employee returns from the trip.

MARYLAND SALES TAX

The City is exempt from payment of the Maryland sales tax. The City's tax exemption, 3000055-9, must be supplied to the vendor or supplier at the time of purchase. Reimbursement of the Maryland sales tax will not be made in those cases where an agency or employee fails to use the City's tax exemption number.

a

AM-240-11

m

Employee Expense Report

REQUIRED RECEIPTS

An EMPLOYEE EXPENSE REPORT must be accompanied by original receipts.

RELATED POLICIES

<u>AM-239-1</u>	ELECTED OFFICIALS' BUSINESS EXPENSES
<u>AM-303-1</u>	DIRECT PAYMENT ORDER
<u>AM-303-2</u>	TAX EXEMPT CERTIFICATE
<u>AM-401-1</u>	PETTY CASH FUNDS